

[? Help](#)**Job details**

Job 1 of 1

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**Position/Program Information** Under direction performs specialized information security systems analysis and provides expertise in one or more areas of security analysis. May act as a team leader or coordinator. Incumbents in this senior-level class generally report to an information technology supervisor or manager and are distinguished from the Information Systems Analyst II by the complex nature of assignments and lead/coordinator roles assigned, which include coordinating the implementation of complex systems. Incumbents may lead a project team or provide expertise in information security systems analysis, including definition of user requirements, feasibility studies, design, program specifications, testing, and implementation. They also assist project managers in the development of project plans and system integration test plans for new systems or complex security enhancements to existing systems. Incumbents monitor application systems security functionality, participate in development of management procedures and quality standards. Incumbents have the ability to lead others, monitor schedules, and coordinate activities. Information Systems Analysts are distinguished from Application Developers in that they generally do not perform programming duties and are not required to have programming knowledge and experience.

**Essential Job Functions**

- Develops and maintains enterprise-wide departmental Information Security policy, procedures and standards.
- Develops and maintains enterprise-wide departmental Security awareness campaign.
- Serves as lead for technical enterprise-wide Information Security objectives.
- Participates in process development to ensure Information Security policy and standards are applied appropriately.
- Participates in the Countywide Computer Emergency Response Team (CCERT) Departmental Computer Emergency Response Team (DCERT), and Security Engineering Teams (SET).

<b>Requirements</b>	<p><b><u>Selection Requirements :</u></b></p> <p>Option I: Graduation from an accredited college or university* with a bachelor's degree in Computer Science, Information Systems, or a closely related field and three (3) years of full-time, paid experience within the past 5 years information systems analysis and design in a centralized information technology organization**, two (2) years of which must be performing information security systems analysis and design. -OR-</p> <p>Option II: Two (2) years of experience at the level of Los Angeles County's class of Information Systems Analyst II***, performing information security systems analysis and design. -OR-</p> <p>Option III: Four (4) years of full-time, paid experience within the past 5 years information systems analysis and design in a centralized information technology organization**, two (2) years of which must be performing information security systems analysis and design.</p>
<b>Physical Class</b>	<p><b>Physical Class II – Light:</b> Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.</p>
<b>License(s) Required</b>	<p>A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.</p>
<b>Desirable Qualifications</b>	<ul style="list-style-type: none"> <li>• Thorough understanding of applicable legislation (i.e., Health Insurance Portability and Accountability Act (HIPAA)) for the protection of IT resources.</li> <li>• Experience defining requirements, developing, implementing, and evaluating Information Security policy, procedure and technologies.</li> <li>• Experience in the ongoing development of an Information Security awareness program.</li> <li>• Experience and thorough knowledge of Information Security frameworks.</li> <li>• Strong understanding of process-based activities and how they affect an Information Security program.</li> <li>• Experience managing large and complex information security projects.</li> <li>• Ability to work in complex environments.</li> <li>• Experience performing risk assessment.</li> <li>• Experience performing risk analysis and generating reports.</li> <li>• Knowledge of Information Security best practices.</li> <li>• Experience with Information Security organizations in a regulated industry such as healthcare or financial services.</li> <li>• Ability to multi-task &amp; work on multiple projects and assignments at the same time, meet critical deadlines, and ensure quality work products that are thorough and complete.</li> <li>• Strong interpersonal, verbal, and written communication abilities.</li> </ul>
<b>Special Requirement Information</b>	<p>*Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are</p>

degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Degree(s) must indicate the specialized field in order to be evaluated. Candidates whose educational degree(s) do not show the specialty must provide a written statement from their university/college indicating the educational specialty on the university's letterhead. **A copy of your degree or written statement from the Registrar's office must be submitted AT THE TIME OF FILING.**

**\*\***A centralized Information Technology organization, is that which is responsible, under the direction or guidance of the coordinated executive command structure for the department or major organizational unit, for providing comprehensive IT services including analysis, design, acquisition, and/or development, implementation, maintenance, or support of information systems; and in which the work performed is in direct relationship to the IT requirements and initiatives of the department or major organizational unit.

**\*\*\***In the County of Los Angeles, Information Systems Analyst II is defined as, under general supervision, defines and analyzes requirements and business functions, designs functional systems specifications and tests and coordinates the implementation of new application systems and/or revisions to existing systems.

#### **Examination Content**

This examination will consist of a qualifying assessment of each candidate's background on the basis of information submitted on the Los Angeles County Application and Supplemental Application Form at the time of filing to determine the level and scope of the candidate's preparation for this position.

The candidates with the highest qualifications as determined by the screening process will be invited to the interview weighted 100%. The interview will assess education, experience, personal fitness and general knowledge and abilities to perform the duties of the position.

You must achieve a passing score of 70% or higher in this examination in order to be placed on the Eligible Register.

#### **Special Information**

Past and present mental health clients and family members are encouraged to apply.

While the positions in the Chief Information Office Bureau normally work during regular County daytime business hours, appointees may be required to work any shift, including evenings, nights, holidays or weekends.

#### **Vacancy Information**

The eligible register resulting from this examination will be used to fill a vacancy in the area of Chief Information Office Bureau, Information Security, located at 695 S. Vermont Ave., Los Angeles, CA 90005.

#### **Eligibility Information**

The names of candidates receiving a passing grade in this examination will be placed on the eligible register in the order of their score group for a period of six (6) months following the date of promulgation.

**Retake:** No person may compete for this examination more than once every six (6) months.

**Available Shift** Any

**Application and Filing Information** APPLICATIONS MUST BE FILED ON-LINE ONLY.  
APPLICATIONS WILL NOT BE ACCEPTED BY MAIL, EMAIL, FAX OR IN PERSON.

Fill out your **application** and **Supplemental Application Form** completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

All information is subject to verification. We may reject your application at any time during the selection process.

**Click on the link below to access the Supplemental Application Form:**

[http://file.lacounty.gov/dhr/ehr/cms1\\_191663.doc](http://file.lacounty.gov/dhr/ehr/cms1_191663.doc)

**INSTRUCTIONS FOR FILING ONLINE:**

Apply online by clicking on the link above or below this bulletin that reads, "Apply to Job" so you can apply online and track the status of your application and get notified of your progress by email.

We must receive your application and supplemental application form by 5:00 pm, PST, on the last day of filing.

Applicants must complete and submit their applications, upload required documents (e.g. Supplemental Application Form, Diploma, Transcripts, Training Certificates, Resume and/or additional examination related documents, etc.) as attachment(s) at the time of filing. Note: If you are unable to attach the required documents, you may fax them to (213) 637-5892 within five (5) business days of on-line filing. Please include examination number and examination title.

ALL APPLICANTS MUST ENTER A VALID SOCIAL SECURITY NUMBER AT THE TIME OF FILING. ENTERING ANYTHING OTHER THAN A VALID SOCIAL SECURITY NUMBER (i.e. 000-00-0000, 111-11-1111, etc.) WILL RESULT IN AN AUTOMATIC REJECTION OF YOUR APPLICATION.

The acceptance of your application depends on whether you have clearly shown that you meet the REQUIREMENTS . Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process

**County of Los Angeles Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

<b>Department Contact Name</b>	Celia Yeung
<b>Department Contact Phone</b>	(213) 738-4634
<b>Department Contact Email</b>	cyeung@dmh.lacounty.gov
<b>ADA Coordinator Phone</b>	(213) 738-2823
<b>Teletype Phone</b>	(800)735-2922
<b>California Relay Services Phone</b>	(800)735-2922
<b>Job Field</b>	Information Technology
<b>Job Type</b>	Professional

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